

# State Employee Recognition Week 2014 Guide

*Provided by*





**State of Georgia**  
**State Employee Recognition Week**  
**May 4 – 10, 2014**

Recognition is a powerful motivator, and it contributes to higher employee morale, increases organizational productivity, and aids in recruitment and retention.

State Employee Recognition Week is an opportunity to show appreciation to your employees for their dedication to public service. State Employee Recognition Day is also an excellent time to spotlight the achievements and contributions of state employees in the workplace and in our communities. The image of state employees is strengthened when citizens see people they know, who happen to be state employees, working to better their communities. Publicizing the good things state employees are doing can go a long way in educating the public and making employees feel appreciated and valued.

***This State Employee Recognition Week Guide*** provides specific information on preparing for and implementing the day in your agency. Planning early allows you to take an active role in recognizing those who do a great job for your agency and your customers every day!

In a time when budgets are tight, special activities may seem too expensive, but there are several low cost, no cost activities that agencies can do. Included in this packet are recognition ideas that can be tailored to all situations and needs, so feel free to use the ones that suit your agency's celebration.

***Remember, recognition is a powerful motivator.***



## State Employee Recognition Week is May 4 – 10, 2014 and Recognition Day is May 7, 2014

The thousands of dedicated individuals who make up the state's workforce are individuals who are making a difference in the well-being of more than 10 million Georgians every day. It's time to show your employees how much you appreciate their service to Georgia. Anyone can recognize their fellow co-workers and employees, and it doesn't have to cost much or anything at all.

### Here are some low cost, no cost recognition ideas that you can implement in your agency:

- Thank your employees/coworkers with hand written notes (personal), Email (can be saved and forwarded), Verbal "Great Job," Simple "Thank you"
- Send e-mails to supervisors recognizing their employee (copy the employee)
- Keep a box of blank cards or cards for different occasions in your desk
- Establish "Extra Mile" Awards, "Applause" Awards, etc. Give creative superlatives or titles - Best Phone Voice, Guru of Graphs, Team MVP
- Recognize birthdays and service anniversaries
- Give spontaneous high fives or fist bumps
- Donate goods or services to give as prizes
- Coordinate an after-work get-together
- Bring in homemade or store-bought goodies or organize a potluck to recognize a team's hard work
- Put employees' pictures on a bulletin board, or include an article about them in agency newsletters, intranet or internet sites
- Recognize employees demonstrating the agency's values
- Recognize community service and volunteer work
- Reserve a special parking spot for a deserving employee
- Tie-in teambuilding activities to recognition
- Send reminders to employees to recognize each other
- Award coupons to dress casually
- Create an employee recognition suggestion box
- Announce activities across your organization – not just by section or location
- During team meetings, have members share one thing they value about each team member
- Give a deserving employee a challenging assignment they requested
- Consider opportunities for rotational assignments and job shadowing
- Create computer-generated recognition forms/certificates, signed by senior leader
- Share compliments from the public with an employee and put a copy in their personnel file
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up
- Hold drawings for restaurant, books or music store and movie ticket gift cards
- Award a "traveling trophy" that is given to a different employee each year
- Invite a local dignitary or motivational speaker for an event at the office
- Invite your customers to visit your offices for an after-work drop in to get to know each other better





## State of Georgia State Employee Recognition Week

### *Agency-Level Recognition Suggestions*

- Thank each employee personally. If you can't thank them in person, draft a hand-written note, send an e-mail, or make a phone call.
- Write a letter of recommendation or commendation to be placed in the employee's personnel file.
- Post on "recognition board" bulletin board, newsletters, and/or website.
- Offer a dress-down day to state employees.
- Display a "Hall of Fame" - collection of photos of recognized employees displayed in a prominent place.
- Contact your local newspaper and provide them with a news article or suggested story idea on State Employee Recognition Day. Ask them to feature one or two of your employees using quotes or pictures. If you have a public information officer, involve him/her in the project.
- Use your agency's desktop publisher or graphic artist to develop posters, banners, and signs to display in a prominent place.
- Prepare a scrapbook that details achievements throughout the year.
- Ask a senior manager to attend a staff meeting when recognizing employees.
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.
- Hold a drawing for a restaurant gift certificate.
- Award a "traveling trophy" that is given to a different employee each year.
- Award certificates or plaques.
- Provide mugs, pens, t-shirts, etc. with a team or agency logo.
- Send flowers.
- Give gift certificates for books or music (CD stores, iTunes, websites).
- Provide movie tickets.
- Invite a local dignitary or motivational speaker for an event at the office.
- Choose an off-site location and plan a "change of venue" work locations with lunch, games, and prizes donated by local merchants.
- Sponsor a snack-related event, featuring cake, popcorn, or candy and include a written message of thanks to employees for their dedicated service. For example, include a message on the cake, popcorn bag or candy wrapper.

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## State of Georgia State Employee Recognition Week

### *Agency-Level Recognition Suggestions (Continued)*

- Invite your customers or employees of “sister” agencies to visit your offices for an after-work drop in to get to know each other better.
- Hold a contest to create a slogan for your agency or to name a newsletter. Award the prize on State Employee Recognition Day.
- Make a scrapbook of complimentary letters and notes to agency employees from customers. Display scrapbook in a prominent place.
- Challenge another division or agency to a softball game or other sporting event and invite agency employees and families.
- Produce a special edition of your employee newsletter and include the Governor’s proclamation, thank you remarks from your agency director and others, messages of congratulations, and photos of recognition events.
- Post a “Recognition Bulletin Board” in each department of division and encourage employees to write accolades about co-workers.
- Feature state employees on the state website for their community work or excellence on the job.
- Establish a “Walk of Fame.” Post complimentary correspondence from customers.
- Purchase items such as planners and/or portfolios, business card holders, special name plates, or clocks.
- Establish a permanent recognition award and name it after an outstanding employee.
- Enroll an employee(s) in a seminar or additional training.
- Host a catered lunch.
- Establish an annual employee and family picnic.
- Offer a month of free parking.
- Provide office accessories.
- Distribute employee recognition day buttons or ribbons to wear.
- Arrange for a state employee night at a local sports or cultural facility.

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## State of Georgia State Employee Recognition Week

### *Agency-Level Recognition Suggestions (continued)*

#### Health and Fitness

- Subscribe to health magazines, traditional newsletters or e-newsletters and distribute to employees or place in prominent areas.
- Issue a health and fitness newsletter with information on work-related health issues – stress, healthy food snacks, exercise, depression, work place design.
- Promote walking groups.
- Encourage employees to take the stairs.
- Request healthy snacks in vending machines.
- Host a Walk to Wellness event. Choose a 10- to 15-minute route that employees can walk at a certain time. Have the agency director or other state dignitary to lead the walk. Provide juice, water and free t-shirts for participating employees.
- E-mail “Did you know” health facts to employees each day.
- Healthy Living Display Contest. Challenge departments to decorate their workspace using a health and wellness theme.
- Give away a spa gift certificate.
- Free aerobics class.
- Hold a Best Jingle Contest for the best (appropriate) jingle using a health and fitness theme. Ex. Too much giggle, In your wiggle, Don’t be jumbo, Eat less gumbo. Select a committee to review the jingles.
- Provide free health screenings for: blood pressure, diabetes, and cholesterol.
- Invite health professionals to offer free talks on men’s and women’s health issues.
- Host an on-site Health Fair. Offer health screenings, body massages, health talks, health products and free samples.
- Set a Healthy Lunch Day. Encourage employees to bring a healthy lunch from a list of healthy food choices. Provide fresh fruit and other healthy snacks and/or desserts to compliment lunches.
- Plan a Family Fitness Walk. Invite employees and their families to participate in a walk, on Friday evening or Saturday or Sunday. Provide refreshments and entertainment for an hour after the walk.

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## State of Georgia State Employee Recognition Week

### *Sample Slogans*

- Our state employees — giving their personal best!
- Great people doing great jobs — thank you [AGENCY NAME] employees!
- You're simply the best! Thank you [AGENCY NAME] employees!
- Dedicated, inspired, committed, caring and compassionate — thank you [AGENCY NAME] employees.
- Inspired by today, leading for tomorrow. Thank you [AGENCY NAME] employees.
- Great state, great agency, great staff! Thank you [AGENCY NAME] employees for your dedication to public service.
- [AGENCY NAME] employees—making a difference every day.
- Excellence in action—[AGENCY NAME] employees.
- Thank you for making a difference!
- Making state government better for everyone, everyday. Thank you [AGENCY NAME] employees.
- [AGENCY NAME] employees go the distance for you.
- [AGENCY NAME] employees: At work, at home, in the community. . .Role Models of Service
- [AGENCY NAME] employees—Making a difference every day in every way.

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